

ADDITION TO THE ADPICS PCHL 5750-64 TABLE

A new doc type "OP" has been added for ADPICS users who process requisitions. The new doc type "OP" will route requisitions with values of less than \$25,000.01 to the DMB, Office of Purchasing for processing.

Agencies were delegated the authority to handle the complete purchasing process, including posting the purchase order, on requisitions up to \$25,000.00. If an agency prefers to have the DMB, Office of Purchasing involved in the processing of these orders, the requisition can be routed to the Office of Purchasing by using the "OP" doc type. It should also be used for requisitions under \$25,000.01 that require a Blanket Purchase Order spanning more than 12 months.

Agencies must update their ADPICS user security to include the document/doc type combinations of RQ-OP, CR-OP, and CO-OP.

ADDING THE TERM "POI&C" TO PURCHASING DOCUMENTS

MAIN has added the necessary profiles to print terms and conditions on agency purchase orders and direct purchase orders. This has been necessary due to the increase in the delegated authority to \$25,000.00. The ADPICS term "POI&C" (Purchase Order Instructions and Conditions) has been set to automatically print at the end of agency purchase orders and direct purchase orders (document/ document type PO/PA and DP/DA).

The POI&C term contains the minimum conditions that DMB, Office of Purchasing recommends be included on a purchase order. The terms have been approved by the Attorney General's office and should not be altered. Agencies may include additional terms on their purchasing documents that would apply to each contract situation. Questions may be directed to DMB, Office of Purchasing at (517) 335-0230.

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